

The City of Charleston
Procurement Division

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Memberships

NIGP

National Institute of Governmental Purchasing



SCAGPO

South Carolina Association of
Governmental Purchasing Officials



City of Charleston

**288 Meeting Street, Suite 310
Charleston, SC 29401**

Phone: 843-724-7312

Fax: 843-720-3872

***City
Of
Charleston***



Procurement Division

**AN EQUAL OPPORTUNITY
EMPLOYER**

OUR MISSION

The City of Charleston Procurement Division is committed to directly reducing the cost of government by promoting a responsible procurement process that ensures integrity, quality and efficiency for its internal partners.

Our team aims to continually foster cooperation with departments, promote fair and equal opportunities for all individuals and business entities interested in doing business with the City. Our emphasis is to implement effective, creative solutions for better economy and efficiency of City operation.

The goals of the Procurement Division are as follows:

1. Comply with all applicable policies, ordinances, and laws.
2. Emphasize quality, value, and integrity in all procurements.
3. Promote administrative efficiency.
4. Delegate purchasing authority when possible and prudent.



OUR ORGANIZATION

The Procurement Division has the responsibility and the authority to purchase goods, services, and supplies through the use of IFB's (invitations for bids), RFQ's (request for proposals), and purchase orders. The Procurement Division also has the responsibility for issuing term contracts price negotiating, and delivery of goods and services for the City of Charleston.

The Procurement Office is in the historic downtown area of Charleston, located at 288 Meeting Street, Ste. 310 in the Community First Bank Building at the corner of Meeting and George Streets.

Hours of operation are Monday through Friday 8:00 am to 5:00 pm. Please contact us at 843-724-7312 if there are any questions or you can fax us at 843-720-3872.

VENDOR REQUIREMENTS

The Procurement Division maintains an open vendor list: pre-qualification is not necessary. Vendors will be included, upon request, for that particular Procurement bid/proposal.

Vendors wishing to conduct business with the City of Charleston can complete a Vendor Information form. This package is available from any of the Procurement Division staff as well as online (www.charlestoncity.info—Bidline). It is essential to provide a complete listing of ones firm's abilities, as this information is the prime mechanism utilized by Procurement to locate qualified firms. Upon completion of the Vendor application, return it to the Procurement Division by fax, mail or in person



to:

City of Charleston
Procurement Division
288 Meeting Street, Ste. 310
Charleston, SC 29401

Once a business is added to the City's automated list of vendors, any bid or proposals request that fall into the company's listed ability categories, will be given an opportunity to bid on that solicitation.

DBE/WBE

The City of Charleston Procurement Division gives special emphasis on creating and developing business relationships with disadvantaged and woman-owned businesses. The certification process can be time consuming, but the payoff is well worth it. For more information or assistance in certification, please contact Ms. Margaret Woodson at the SC Minority Business Assistance for state level certification at:

Edgar A. Brown Building
1205 Pendleton Street, Suite 329
Columbia, SC 29201
Telephone: 803-734-0657, Fax: 803-734-2498

The City has created its own local level certification. The contact for W/MBE assistance is located in the Economic Development Department at 75 Calhoun Street. Contact **Theron Snype, W/MBE Manager**, at 843-973-7247.

His fax number is: 843-724-7354.